



November 1 - 4, 2018

DEADLINE SHEET

Please note: The deadlines below are firm deadlines. We must receive your information by the following dates. If the requested information is not received by the deadline, we cannot guarantee your information will be in the official Conference Program Book.

September 5, 2018 / (page to reference for more info)

- **Company Profile for Program Book (p. 5)** Emailed to exhibit@jeffersoncompanies.com
- **Door Prize Description (p. 6)** Emailed to exhibit@jeffersoncompanies.com

October 5, 2018

- **All fees paid in full**
- **Exhibitor & Guest Names for Badges – (p. 7)** Emailed to exhibit@jeffersoncompanies.com

Materials received in our office at:
111 Veterans Memorial Boulevard, Suite 1555
Metairie, LA 70005

October 26, 2018

- **Advance freight deadline – 4:00 p.m. CST.** Last day for advance warehouse shipping. Please consult your Decorator Service Kit from Classic Expo Services for additional information.



November 1 - 4, 2018

GENERAL INFORMATION

Show Location: Hilton New Orleans Riverside

Exhibit Hall Location: Grand Salon, First Floor

Exhibitor Dates & Times*:

Thursday, November 1, 2018	2:00 p.m. – 6:00 p.m.	Exhibitor Set Up
	7:15 p.m. – 8:15 p.m.	Welcome Reception
Friday, November 2, 2018	9:30 a.m. – 5:00 p.m.	Exhibit Hall Hours
Saturday, November 3, 2018	9:15 a.m. – 5:00 p.m.	Exhibit Hall Hours
Sunday, November 4, 2018	9:30 a.m. – 5:00 p.m.	Exhibit Hall Hours
	5:00 p.m. – 8:00 p.m.	Exhibitor Tear Down
	7:00 p.m. – 8:30 p.m.	Closing Reception

***Times are tentative and are subject to change.**

Booth Equipment: Each 8' deep x 10' wide booth consists of:

- 8' high back drape
- 3' high side drape
- 6' skirted table
- Two padded side chairs
- One waste basket
- One identification sign

Please remove all valuables each evening. The New Orleans Investment Conference is not responsible for items left in your booth.

Additional furnishings can be ordered through Classic Expo by calling 504-729-4900.

Drape Color: Blue, White & Silver
Carpet: The entire Exhibit Hall is carpeted

**** Advance Warehouse Freight Deadline: October 26, 2018 at 4:00 p.m.**

****Please refer to your Decorator Service Kit for additional questions concerning your booth and shipping.**

Shipping address: NOIC
Name of Exhibiting Company & Booth Number
 NOIC c/o Classic Expo
 3761 Louisa Street
 New Orleans, LA 70126
 504-729-4900 (Phone)



November 1 – 4, 2018

GENERAL INFORMATION

Exhibitor Set-Up:

All exhibitors will have access to the Exhibit Hall to set up their booths on Thursday, November 1, 2018 between the hours of 2:00 p.m. and 6:00 p.m. All booths must be set up by 6:00 p.m. If you are unable to arrive in time to meet these deadlines, you may arrange with the show decorator to have your booth set up for you. If it is not set up by 6:00 p.m., it will be set up for you and billed to you at the prevailing labor rates.

Exhibitor Breakdown:

Exhibitors may begin to breakdown on Sunday, November 4, 2018 between the hours of 5:00 p.m. and 8:00 p.m. Exhibitors will not be allowed to dismantle their booths until the official breakdown of the Exhibit Hall at 5:00 p.m. The Exhibit Hall will then be closed to attendees. You may get your shipping forms from the Classic Expo service booth located on the Exhibit floor. If, due to travel arrangements, you are unable to tear down your exhibit booth during the allotted times, you may arrange with Classic Expo to have this done for you at prevailing labor rates.

Exhibit Preparation:

Only exhibitor personnel wearing Conference badges will be allowed in the exhibit area 30 minutes prior to and after the scheduled exhibit floor hours.

Exhibit Personnel:

Exhibit booth personnel must, at all times, wear the admission badge provided for the Conference. Badges cannot be shared or transferred. A \$125 fee will be charged for all name changes and replacement badges on-site. Exhibit personnel are requested to remain in their own contracted exhibit space during set-up and tear down.

Exhibit Booth Identification Sign with Booth Numbers:

Important: Booth names must be visible at all times. After setting up, if your pop-up booth hides your identification sign hung on the backdrop drapery, please remove it and attach it to the front of your table. Attendees must be able to find you easily.

Security:

The Conference will provide security service whenever the exhibit hall is closed. We recommend that exhibitors take precautionary measures to secure small or easily portable articles of value. Please refer to your exhibit license application for additional information. (Provision of this security shall not be deemed to increase the liability of the Conference or Jefferson Financial.)

Sound Devices:

Sound presentations, slides and videos will be permitted in your booth if the volume is turned to a low conversational level and is not objectionable to exhibiting neighbors.

On-Site Problems:

If you have any questions or problems during set-up, show hours, or breakdown please go to the Exhibitor Registration Desk. Also, Classic Expo will have a service desk in the area of the Exhibit Hall throughout the Conference.



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CONTACT LIST

NEW ORLEANS INVESTMENT CONFERENCE OFFICE

c/o Jefferson Financial, Inc.

111 Veterans Memorial Boulevard, Suite 1555

Metairie, LA 70005

Contact Person:

Jordan Falciani, Exhibit Coordinator

(504) 832-3280

(504) 837-4885 (Fax)

E-mail: exhibit@jeffersoncompanies.com

HILTON CATERING

Hilton New Orleans Riverside

Two Poydras St.

New Orleans, LA 70130

Contact Person:

Marcela Moresco, Senior Catering & Events

Manager

(504) 556-3729

(504) 556-3788 (Fax)

E-mail: marcela.moresco@hilton.com

EXPOSITION SERVICES [DECORATOR AND SHIPPING]

Classic Expo

P. O. Box 231185

New Orleans, LA 70183

Decorator/Shipping Contact:

Customer Service

(504) 729-4900

(504) 729-5400 (Fax)

Email: customerservice@classicexpo.com



PROGRAM ADVERTISING AND LOGO

COMPANY DESCRIPTIONS: All exhibiting companies will have a 50-word or less company profile listed in the Conference Program Book.

Stated deadlines are not flexible due to printing requirements!

Please email your company description to exhibit@jeffersoncompanies.com

DEADLINE: September 5, 2018



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DOOR PRIZES

A list of door prizes will be announced in pre-Conference correspondence with attendees, the official Conference Program Book, in the Exhibit Hall, and from the General Session stage. Announcements during General Sessions will be limited to one announcement per Sponsor only, as too many announcements tend to cause scheduling delays.

Please be sure to send your Door Prize description to exhibit@jeffersoncompanies.com by **September 5, 2018**. We will announce your prize winner from the main stage in a General Session. Announcing your winner from the General Session stage creates great exposure for your company as well as brings attention to your booth location within the Exhibit Hall.

Names will be drawn by Conference staff from our collection boxes in the Exhibit Hall. Let us know by **September 5, 2018** if you would like to contribute to this very popular Conference program.

Winners will be asked to claim all prizes at the booth of the donating exhibitor. If your door prize has not been claimed by the end of the show, please turn it into the Exhibits Coordinator so that we can make sure it is delivered promptly to the winning attendee.

* Please note that potential winners will only be chosen from the official Conference collection boxes by Conference staff. The location of collection boxes will be noted on the official Exhibit Hall floorplan. *Names collected by booth personnel may not be submitted as prize winners.*

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EXHIBITOR AND GUEST BADGES

EXHIBITOR BADGES

Please provide the first and last name of all company representatives attending the Conference to exhibit@jeffersoncompanies.com. This ensures that your company representatives will be fully registered upon their arrival at the New Orleans Investment Conference. Please make sure that the spelling is as you would like it printed on the badge.

BADGES WILL NOT BE RELEASED WITHOUT PAYMENT.

If you would like additional badges, they are available for purchase at the discounted rate of \$350 per badge. Contact exhibit@jeffersoncompanies.com to purchase additional badges.

*Note: Badges admit the wearer to all Conference functions and must be worn at all times.

A \$125.00 FEE WILL BE CHARGED FOR ALL ON-SITE NAME CHANGES AND REPLACEMENT BADGES.

GUEST ATTENDEE BADGES

If your sponsorship level allows for guest badges, please submit the first and last name as well as the mailing and email address of your guests to exhibit@jeffersoncompanies.com. Please make sure that the spelling is as you would like it printed on the badge. Guest badges allow entry into the Exhibit Hall during open hours only and are intended for guests, not booth employees.

Platinum Sponsors receive 20 guest attendee registrations and Gold Sponsors receive 10 attendee registrations.

If you would like additional badges, they are available for purchase at the rate of \$350 per badge. Contact exhibit@jeffersoncompanies.com to purchase additional badges.

*Note: Badges admit the wearer to all Conference attendee functions and must be worn at all times.

A \$125.00 FEE WILL BE CHARGED FOR ALL ON-SITE NAME CHANGES AND REPLACEMENT BADGES.

***Note:** Badge information must be submitted by the due date. If your information is not received on time, the processing of your company's and guest badges onsite may be delayed and/or forfeited.

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